



In today's world, we all worry about the threat of a natural or man-made disaster. Animals are especially vulnerable when a disaster strikes because they must rely on us for help. In 1998, Hurricane Floyd claimed the lives of millions of animals in North Carolina, and thousands more were separated from their owners. Many of these animals could have been saved by a coordinated response plan. From this tragedy, the State Animal Response Team (SART) concept was born. In 2006, Virginia adopted this concept to address its animal-related disaster response needs.

About VASART

Any Animal, Any Disaster, Anywhere

The Virginia State Animal Response Team (VASART) was created through a private-public partnership to serve as a unifying network of organizations, businesses, federal and state government agencies, and individuals that supports the prevention, preparedness, response, and recovery for emergencies affecting animals. Because disaster response needs to happen at a local level, VASART will build County Animal Response Teams (CARTs) across the state. County coordinators will be selected to lead the development of county teams consisting of volunteers who will respond to emergencies at the local level. Join your county's state animal response team or if one is not created yet, help us get a CART started in your county.

Goals of VASART

- To facilitate a rapid, coordinated, and effective response to any emergency affecting animals;
- To decrease the health and safety threat to humans and animals;
- To minimize the economic impact of emergencies affecting animals; and
- To prevent or decrease the spread of disease during emergencies affecting animals.

How You Can Help

1. **Volunteer!** To become a SART volunteer by completing the attached Volunteer Roster Form. We need people with all types of skills, expertise and resources.
2. **Donate!** Preparing for a disaster and responding to one is expensive and requires a lot of resources and equipment. Plus, VASART helps all animals. This requires us to be ready for any kind of disaster event and depending on the animals involved, it may even require special equipment. Contribute financially to support VASART's training and response efforts.
3. Prepare your home, business, or farm before an emergency occurs by creating disaster preparedness kits and emergency plans for your family, pets, and other animals.

Tips for Protecting Your Animals in a Disaster

Prepare, Prepare, Prepare!

1. Keep a "Pet Emergency Kit" ready. The kit should include: a few days worth of medication, your pet's medical and vaccination records, a leash, collar identification, water, food, toys, and bedding.
2. Make sure that your animals have some form of permanent identification such as a microchip, brand, tattoo, etc.
3. Purchase a pet carrier and label it with emergency contact information.
4. Store water and feed for emergencies.
5. Create a contingency plan for animals including horses, live stock, etc., in an emergency situation that addresses transportation, water and feed resources, and areas for confinement if needed.

"THE NUMBER ONE REASON PEOPLE REFUSE TO EVACUATE THEIR HOMES DURING AN EMERGENCY IS BECAUSE THEY DON'T WANT TO LEAVE A PET BEHIND."

Donations

- Donations are tax deductible. VASART is a private, 501(c)(3) non-profit corporation and all donations are tax deductible. Our tax identification number is 20-5400080.
- Cash donations to purchase needed equipment and materials are also graciously welcome.
- During times of disaster, VASART is in need of help from people who own specialized equipment and are willing to donate their time and services.
- Donations can be mailed to:
VASART
2314 C Commerce Center Drive, Rockville, VA 23146

Need More Information?

Virginia State Animal Response Team
2314 C Commerce Center Drive, Rockville, VA 23146
Phone: (804) 749-8058 Fax: (804) 749-8003
Email: VirginiaSART@aol.com

VASART Volunteer Roster and Donation Form



Name _____ Suffix _____

Title (if applicable) _____ Organization (if applicable) _____

Preferred Mailing Address _____

City _____ State _____ Zip _____ County _____

Email _____ Home Phone _____

Business Phone _____ Fax _____

Areas of Expertise _____

Comments _____

I am interested in volunteering for:

- ☐ Administrative work (answering phones, mailings, etc.)
- ☐ Disaster response at the county level (requires completion of training)
- ☐ Other (please specify): _____

I am interested in donating the following:

- ☐ Item(s): _____
- ☐ Equipment (use of equipment in an emergency situation): _____

☐ In-Kind Donation of Services: _____

☐ Monetary Donation: \$ _____

(Personal and corporate checks are welcome) Monetary donations will be used to purchase necessary disaster response equipment and to further the training and outreach efforts of the Virginia State Animal Response Team.

Checks should be made payable to "VASART" and sent to 2314 C Commerce Center Drive, Rockville, VA 23146
Donations are tax deductible. VASART is a 501(c)(3) non-profit corporation.

When a disaster strikes,
who will take care of



Virginia State
Animal Response Team

Providing Prevention, Preparedness,
Response, and Recovery for
Emergencies Affecting Animals



I. Introduction

Emergency Pet Sheltering, also referred to as a Pet Friendly Shelter, is designed to meet the needs of people and their animals during emergencies and disasters. Animal owners are responsible for their pets, and should have a disaster plan prepared for their animals in case of evacuations or emergencies. Still, there will sometimes be situations where emergency animal sheltering is needed, such as the rapid-onset disasters, massive evacuations where hotels / motels, Veterinarian Clinics and kennels are full, and evacuees who bring their pets with them.

Purpose

To provide temporary shelter for pets and livestock during emergencies or disasters, including safe housing, food and water.

Locating Pet Friendly Animal Shelters

Pet Friendly Shelter locations will be those designated by the Capital Area Chapter of the American Red Cross (ARC) as meeting the American Red Cross Hurricane Shelter Selection Criteria (ARC # 4496) for humans and / or animals.

When the Big Bend Disaster Animal Response Team (DART) is operating under the auspices of the ARC, the ARC has sole discretion for determining the need for a Pet Friendly Shelter as well as designating an ARC shelter location to be used during an event.

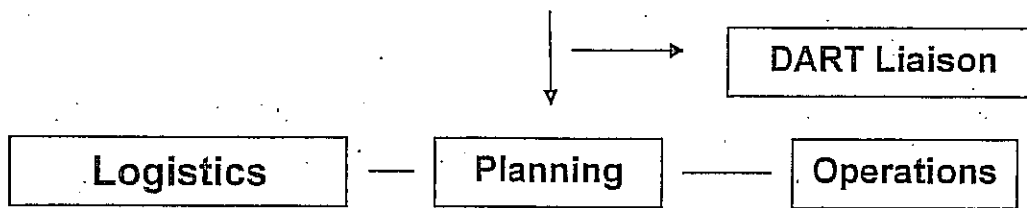
Allowable Animals

- (1) Companion animals. Licensed companion animals such as seeing eye dogs are generally allowed to stay in American Red Cross shelters with their owner.
- (2) Domestic pets. Includes dogs, cats, birds, ferrets, small mammals (gerbils, hamsters, guinea pigs, mice, rabbits, potbelly pigs), reptiles, fish, and arachnids.
- (3) Livestock. Large animals such as horses, mules, sheep, pigs, goats, llamas and emus will be housed in separate locations identified and pre-arranged by DART.
- (4) Animals not allowed include wild animals, exotics, feral animals, poisonous reptiles, and endangered or threatened species.

II. Organizational Charts and Responsibilities

Organizational Chart for Command

Pet Shelter Supervisor



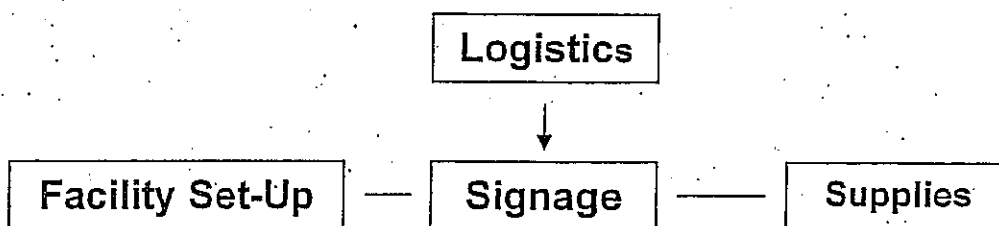
Command Responsibilities

- o Responsible for overall management of the Pet Friendly Shelter
- o Initiate set-up of Pet Friendly Shelter operations
- o Supervision of DART members and volunteers
- o Coordination with ARC Shelter Manager and DART Liaison
- o Maintaining incident log
- o Close out of Pet Friendly Shelter operations
- o Submission of Pet Friendly Shelter report to Incident Commander

DART Liaison Responsibilities

- o Coordinate with the ARC
- o Notify DART membership and volunteers of activation
- o Contact DART membership and volunteers and schedule staff
- o Coordinate with other agencies (humane societies, rescue groups, animal control, veterinarians, boarders, kennels, groomers etc...)
- o Point of Contact for the public
- o Maintain log of contacts
- o Coordinate procurement / delivery of supplies
- o Contact the on-call veterinarian when needed

Organizational Chart for Logistics

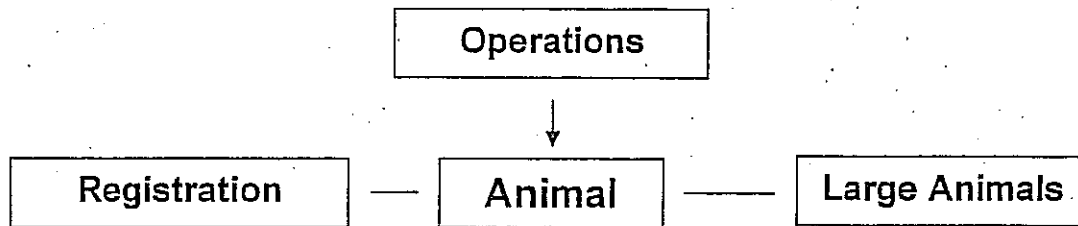


Logistics Responsibilities

- o Set up signage and registration area at designated Pet Friendly Shelter
- o Inventory facility space and note present conditions
- o Configure pet shelter space (dogs, cats, isolation wards, materials)
- o Set up trash cans, fans, plastic sheeting, crates and supplies

- Ensure adequate supplies of crates, food, plastic bags, disinfectant, etc.
- Coordinate with DART Liaison for special supply needs
- Coordinate with ARC Shelter Manager for location of trash disposal, pet walking areas, and needs of DART members and volunteers
- Break down of Pet Friendly Shelter, clean-up of area, and final check of area

Organizational Chart for Operations



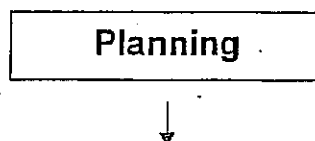
Operations Responsibilities

- Register evacuees and their animals using appropriate forms
- Take photo of animal with their owner(s)
- Perform animal intake and health assessment
- Assign animal to crate and properly label crate with owner identification
- Maintain file of all animals currently in the Pet Friendly Shelter
- Assist owners when they come to walk / feed / care for their pet
- Notify Pet Friendly Shelter Supervisor when owners are not caring for pets on a regular schedule
- Coordinate with the on-site veterinarian to deal with pet health care issues
- Walk / feed pets whose owners are housed in another ARC shelter
- Monitor animals for stress / behavior problems
- Monitor supplies, food and environmental conditions
- Assist in break-down and cleaning of Pet Friendly Shelter and crates

Large Animals

- Direct owners to location of farms / stables for livestock
- Coordinate with logistics to provide livestock feed if needed
- Ensure owners of large animals / livestock are registered at an ARC shelter and have completed DART registration and intake forms
- Notify Pet Friendly Shelter Supervisor of any problems

Organizational Chart for Planning



Planning Responsibilities

- o Work with operations and logistics to keep abreast of staffing needs for upcoming shifts
- o Communicate situation reports to DART Liaison and Pet Friendly Shelter Supervisor to plan for next operational period
- o Keep abreast of incident situation and changing conditions
- o Coordinate with Pet Friendly Shelter Supervisor and DART Liaison to plan for the number of DART members and volunteers needed according to the number of pets in the Pet Friendly Shelter
- o Assist with operations of Pet Friendly Shelter as needed

III. Set-Up Procedures

Authority for opening the Pet Friendly Shelter rests with the ARC. That decision will be communicated directly to the DART Liaison or the Pet Friendly Shelter Supervisor.

1. Facility Requirements

Prior to using a facility as a Pet Friendly Shelter, a DART member will physically inspect the site and do an inventory of the current condition of the facility, making note of any damage, equipment, furniture or materials present as well as cleanliness of the site. For use as a Pet Friendly Shelter, the following requirements must be present:

- o Operational water and power
- o Adequate lighting
- o Ingress and egress through all doors, including emergency exits
- o Facility security
- o Functional restrooms
- o Non-carpeted floors

2. Registration and Intake Area

The registration area should be located near a strategic entry point easily reached from the "people" shelter but should not be a narrow, cramped space. Entry point should be clearly signed and, if possible, directional signs to the Pet Friendly Shelter posted along the way. If there are language difficulties with the owner, request an interpreter from the ARC Shelter Manager.

- o Provide a table for owner registration and immediately take a photo of the animal with its owner and attach it to the registration form.

- o Pet owners must be officially registered at a ARC shelter in order to have their pet in the Pet Friendly Shelter. If the ARC shelter located with the Pet Friendly Shelter is completely filled up, evacuees who are registered at other ARC shelters may register their pet at the Pet Friendly Shelter and DART members and volunteers will care for it.
- o Designate a space for DART members to fill out the animal intake forms and do a health assessment on the animal.
- o Assign the animal to an appropriately sized crate or kennel and ensure water, towels or bedding is provided. Immediately label the crate with the owner's name and the pet's name and any special needs.
- o If the owner brings their own crate, make sure it is clearly labeled with their name, note that on the intake form, and place the crate in the appropriate area.
- o Keep all leashes, collars, food bowls, toys or bedding that the owner provides with the animal, either inside the crate or directly on top of it.

3. Volunteer Coordination

Provide a separate table or area away from the Animal Intake area for DART volunteer registration. This area should be available for DART members and volunteers to store personal gear such as coats, bags, DART kits, etc. and should have chairs to take rest breaks, eat snacks away from animal areas, and set up cots for night shifts.

- o DART members and volunteers should have an ARC photo identification badge.
- o DART members and volunteers will fill out a registration form.
- o DART members and volunteers will wear a DART t-shirt or vest.
- o DART members and volunteers will check in / check out with Pet Friendly Shelter Supervisor.
- o DART members and volunteers will have access to snacks, food and water provided by the ARC.

IV. Operations

Signage

- o Clearly mark all doors to the area as a "Pet Friendly Shelter".
- o Clearly mark one (1) door for "Animal Intake."
- o Post DART policies and procedures for pet care and feeding.
- o Designate and clearly post a "dog walk" area (flagging is best for this)

Animal Areas

- o Triage area: Should be near the Registration desk where the Animal Intake form and assessment are completed; animals are identified, photographed, examined, and assigned to the appropriate area.

- o No animal will be outside its crate / kennel without a leash and identification tag. Only designated DART members, volunteers or animal owners will be allowed to remove any animal from its crate / kennel.
- o Species should be separated (dogs / cats / birds) as well as those animals with special needs, are sick or under stress, or are aggressive.

DOGS

- o If space permits, crates or kennels should be twelve (12) inches or more apart.
- o Crates should be oriented to keep animals facing away from each other.
- o Provide food and water bowls, identification tag, leash, and bedding for each crate.
- o For dogs sensitive to noise, activity or other dogs, provide a sheet to keep the sides of the crate covered.
- o The dog area should be close to an exit door to facilitate reaching dog walk areas; provide all owners with plastic bags for clean-up each time they walk their dog.
- o If necessary because of weather or dangerous conditions, a dog walk area can be created indoors in a separate room. Assign a DART member or volunteer specifically for maintaining this area.
- o Provide separate areas for dogs that are sick and for those without proof of vaccination.
- o Dogs that are seriously ill or pose a health risk to others should be transported to a local veterinarian. Contact the on-call DART veterinarian for assistance.
- o Aggressive animals must be securely contained. The owner will be responsible for care and feeding of an aggressive animal. If the owner does not have a muzzle, provide one for the duration of the stay in the Pet Friendly Shelter.
- o DART may refuse admittance to any animal that appears uncontrollable or dangerously aggressive.
- o Isolate dogs that are in heat.

CATS

- o Cats should be kept in a separate area from dogs, in the quietest part of the area away from doors and other activity.
- o Cats that are sick or without proof of vaccination should be kept separate.
- o Provide food and water bowls, identification tag, and bedding for each crate.
- o Provide kitty litter boxes in an area where owners can take their cats out of the crates for exercise and / or feeding, or provide a litter box inside the crate. Litter boxes should be cleaned (scooped) regularly.
- o Isolate cats that are in heat.

BIRDS

- o Designate an area for birds away from drafts and temperature extremes.
- o All birds must be in cages, fully ventilated. Provide food, water, identification tag, and newspaper for all cages.

- Contact a DART member with bird expertise or a member of the Tri-State Avian Society to assess the bird and the bird area location.
- Cages may accommodate up to three (3) birds if the birds are socialized, free of disease, and ample mobility is allowed for each.
- Provide a sheet to cover the birdcage to deter noise, and cover at night.

FERRETS

- Ferrets must be current in rabies vaccinations.
- Cages may house up to three (3) ferrets if they are socialized, free of disease, and ample mobility is allowed for each.
- Provide food, water, identification tag, and bedding for each cage.
- Cages must be of sturdy construction, chew-proof, and deep enough to allow for appropriate bedding.
- Change bedding regularly and dispose of it in a sealed plastic bag.

SMALL MAMMALS

- All small mammals are to be kept caged at all times.
- Provide food, water, identification tag, and bedding for each cage.
- Cages must provide ample mobility and be well ventilated.
- Cages or containers must be chew-proof.
- Provide odor-inhibiting bedding material such as wood chips or shredded paper.
- Change bedding regularly and dispose of it in a sealed plastic bag.

REPTILES

- Reptiles should be kept in a separate area from other animals.
- Locate reptile area near electrical outlets for portable heaters.
- Reptile cages should be cleaned daily to prevent risk of salmonella.
- Provide each cage with food, water, identification tag, and bedding if required.

ARACHNIDS

- If possible, locate arachnids away from other animals.
- Provide water and identification tag for each cage. Owner will be responsible for feeding and providing any bedding or natural materials (twigs, grass) required.

LARGE ANIMALS

- Horses will be separated according to proof of negative Coggins test, and stallions housed separately from mares and geldings.
- Owners are responsible for transporting large animals. DART will assist owners by directing or leading the owner to nearby farms or stable identified for housing livestock. Owners must be officially registered as staying at the ARC shelter.

- Farms, stables, or corrals used to house evacuated animals should be out of the immediate disaster area.
- Only DART members that are familiar and experienced in large animal handling will be assigned to these tasks. Animal Intake forms, photographs, and assessments should be conducted before the animal is boarded.
- If weather conditions permit, owners should travel to the farm or location to feed and care for large animals. If not, arrangements will be made for DART or farm owner to feed and care for the animal.

Operations: Policies and procedures governing operation of the Pet Friendly Shelter

- DART members functioning as DART Liaison, Pet Friendly Shelter Supervisor or Operations Manager must have completed DART training.
- DART members and volunteers must be at least 18 years old.
- DART members and volunteers will wear identification identifying themselves as such.
- The Pet Friendly Shelter Supervisor is in charge of the operation of the Pet Friendly Shelter and has the authority to set specific rules, approve variances to DART policies, dismiss volunteers, determine staffing levels, and refuse to accept animals.
- Only pet owners and DART members and volunteers may remove animals from crates.
- Unless needs dictate, owners are responsible for administering all medications to pets.
- Pets in the Pet Friendly Shelter will not have contact with other pets.
- Owners will be asked to provide proof of vaccinations such as shot records or rabies tag; this will be noted on the registration and intake forms. During disaster or evacuations, it is recognized that pet owners may not always remember to bring proof of rabies vaccination or bordetella shots. The registration forms will indicate that the pet owner accepts the risks of boarding their pet in the Pet Friendly Shelter.
- Only DART members and volunteers or pet owners and building maintenance workers are allowed inside the Pet Friendly Shelter.
- The Pet Friendly Shelter will be locked at night.
- At least two (2) DART members or volunteers will be present at all times. When animals are in residence, the facility will never be left unattended.
- The Pet Friendly Shelter Supervisor will devise and post an emergency evacuation plan for the Pet Friendly Shelter in case of fire, severe weather, or power failure.
- Pet owners will feed, walk, and care for their animals. The exception will be those animals whose owners are staying at other ARC shelters and cannot travel to visit their animals.
- Animals will be fed once a day and walked at least twice a day. Pet owners who do not adhere to the minimum care schedule will be notified through the Shelter Manager that they must care for their animal or they will be asked to remove their animal from the Pet Friendly Shelter. Pet owners who do not perform the minimum care for their animals or allow them to run free in the area will be reported to Animal

Control and may result in being asked to remove their animals from the Pet Friendly Shelter.

- o Each crate or kennel will be cleaned and disinfected before being used by another animal. All food and water bowls must be cleaned and disinfected and new bedding provided for the next animal.
- o The DART members will perform regular "poop patrol" walks to ensure animal owners have cleaned up the Dog Walk area.
- o The Pet Friendly Shelter Supervisor will immediately inform the Shelter Manager of any problems with the building, security, shelter population, or hazardous situation.
- o The facility will be left as clean or cleaner than before the Pet Friendly Shelter was set up.
- o Spontaneous volunteers will not be allowed to work in the Pet Friendly Shelter.

V. Breakdown Procedures

Authority for closing the Pet Friendly Shelter rests with the ARC in consultation with various animal support organizations. That decision will be communicated directly to the DART Liaison or the Pet Friendly Shelter Supervisor. Once the decision has been made to close the Pet Friendly Shelter, break down can be initiated and may, if necessary, be phased in over time if some animals are still in residence. The Pet Friendly Shelter Supervisor may request the DART Liaison to call in extra volunteers to assist in breakdown if needed. In lieu of this, other ARC volunteers may be used if they are available.

- o Once owners have checked out all the animals housed in the Pet Friendly Shelter, all crates, kennels and cages will be broke down and removed from the facility. Cleaning and disinfecting of crates and kennels after breakdown can occur off-site.
- o All crates, materials and supplies will be removed from the facility and plastic sheeting will be taken up.

Clean Up

- o All floors will be cleaned and disinfected. Any furniture, tables or shelves used for holding crates and animals will be wiped down with disinfectant wipes. Handrails, water fountains and doorknobs will be wiped down with disinfectant wipes.
- o Trash receptacles will be emptied and bagged trash placed in designated dumpsters.
- o Facility restrooms will be cleaned and the trash emptied.
- o The Pet Friendly Shelter Supervisor will have the Shelter Manager physically inspect the building before leaving and correct any discrepancies noted.
- o Cages, crates and kennels will be cleaned and disinfected before being returned to their appropriate storage locations.
- o All towels, sheets and bedding will be laundered with detergent and bleach after being used for each animal. All towels, sheets and bedding will be laundered before storing in watertight containers.

Inventory

- All DART and ARC materials, including forms, supplies, safety equipment and DART t-shirts and vests will be inventoried and returned to the appropriate organization.
- Food will be stored in watertight containers.

VI. Incident Close Out

Report Writing

The Pet Friendly Shelter Supervisor will submit a written report to the ARC. This report will be based on the incident log kept at the Pet Friendly Shelter and the log kept by the DART Liaison in the ARC EOC. It will include the number and types of animals housed, an assessment of DART operations and staffing, descriptions of problems or "incidents within the incident" and how they were handled, and identify any gaps in skills, staffing or logistics. The report will include a section on lessons learned during the incident.

Documentation

Documentation of the incident will include all registration and animal intake forms, photographs of pets and owners, volunteer registration forms, incident logs kept by the Pet Friendly Shelter Supervisor and the DART Liaison, receipts for purchases and thank you letters. This documentation will form the basis of the DART report submitted to the ARC but remain the property of DART. Any information included on these forms will be considered confidential.

Close-Out Meeting

The DART Liaison and the Pet Friendly Shelter Supervisor will attend the ARC EOC close out meeting to help assess management of the incident and identify problems. One of them will give a verbal report of the Pet Friendly Shelter operations during close out.

Typically, the DART team will not conduct its own close-out meeting but will review the incident in the next regularly scheduled DART meeting and discuss problems and skill gaps in DART operations.

Thank You Letters

The DART team will write thank you letters to people, agencies or companies who assisted DART during the disaster. The thank you letters will be signed by an officer or board member of DART. These letters should be written within a week of the ARC EOC close out meeting and will form part of the documentation of the incident.

VII. Long Term Sheltering

In some disasters, there is the possibility that the response and recovery operations may stretch into weeks or months. Most DART members, being volunteers, are not prepared or able to continue operating a Pet Friendly Shelter for large numbers of animals of evacuated people who have been left homeless by a disaster.

Currently, DART members and animal shelters focus on three possibilities:

1. Boarding animals at veterinarian clinics and / or private kennels. This is especially necessary in the case of known aggressive animals that can't be fostered. Post-disaster, as private kennels and veterinarian clinics begin to open back up for business, arrangements can be made for long-term boarding.
2. Fostering in the local community. DART members and animal organizations have been working to develop extensive lists of people willing to foster animals. These are typically people who are members of their local humane society; for example, the Leon County Humane Society has a list of 150 foster families. Humane societies and county animal shelter volunteers form the backbone of this effort. Fostering of animals for people made homeless by a disaster is designed as a long term but still temporary measure – the rightful owners will take the pet back as soon as they are in housing where they can keep their pet. Fostering programs need to be designed with care, with possible fosters approved ahead of time. Similar programs are used nationwide for fostering the pets of battered women who seek refuge in a battered women's shelter but are not permitted to have pets with them in the shelter.
3. Moving animals from the Pet Friendly Shelter to an animal shelter in another city or county who have space for the animals. This effort has included shipping adoptable shelter animals from a local shelter to locations nation wide in order to reduce the population at the animal shelter and could possibly make room for boarding the pets of disaster-affected people until they can once again take their pet back.

Sarasota County
Domestic Cat & Dog
Sheltering Plan

Revised October 6, 2005

Set up:

A: Building- to use prior to use of facility, check:

1. Water and power.
2. Adequate lighting.
3. ingress and egress through all doors
4. readily available fire extinguishers (tagged within the last 12 months)
5. Functionality of restrooms.

B: Registration area:

1. Located near a strategic entry point for segregating "people" shelter from "pet" shelter.
2. Triage- This is where animals and their owners register, pictures will be taken with animal and owner.
3. Owner is wrist banded to signify authorization into pet area, only one (1) wrist band per family.

C: Pet housing locations

1. Locker Rooms
 - a. Boy's locker areas- Dogs.
 - b. Girl's locker area- Cats.
2. Animals in heat will be isolated from the general population of animals.
3. Focus on keeping animals away from each other.
4. Monitor for aggressiveness and relocate as necessary.

D: Volunteer Registration Desk

1. Registration for volunteers willing to assist and support agencies and Organizations with various tasks.
2. Volunteers must be qualified by education and/or experience for the duties they are being requested for.

E: Cleaning operations

1. Surface areas will be disinfected and sanitized with a solution suitable for antibacterial / antiviral situations.
2. Clorox clean up wipes for hands of all involved or other appropriate hand sanitizer.
3. Trash cans to handle animal waste with liner of at least 3 mil thick or greater.
4. Disposable cleaning cloths (or high grade paper towels) for clean up activities.

Equipment and Supplies

There are a number of supplies and materials to support a pet friendly shelter. The below list of equipment and supplies are outlined by locations.

Registration Area

1. Radios (walkie-talkie); Cell Phones; Digital or camera and film
2. Pens and markers; Black Sharpies
3. Note pads; 4x6 cards
4. Duct tape
5. Tables and Chairs
6. Signage
7. Avery labels, plain white
8. Avery labels assorted colors preprinted (intact male, intact female, in heat, geriatric, people aggressive, animal aggressive)
9. Color wrist bands for registered owners
10. Portable fans for kennel areas
11. Refrigerators for can foods
12. Flea Spray; Rabies catch pole
13. Micro Scanner
14. Easel Stands for signage

Dog Shelter Room

1. Muzzles and Carriers of various sizes
2. Can openers, assorted foods
3. Spray bottles
4. Hand disinfectant
5. Paper Towels; heavy duty plastic bags
6. Mops, buckets and sponges
7. Tables and chairs
8. Human AND Animal First Aid Kits
9. Leashes, collars and harnesses
10. Quality rope
11. Signage
12. Water, blankets and towels

Cat Shelter Room

1. Heavy Gauntlets/ cat gloves (welder gloves can be used as a alternative)
2. Carriers of various size
3. Can openers, assorted foods
4. Spray bottles
5. Hand disinfectant
6. Paper Towels; heavy duty plastic bags
7. Mops, buckets and sponges
8. Tables and chairs
9. Human AND Animal First Aid Kits
10. Leashes, collars and harnesses
11. Quality rope
12. Litter and pans
13. Signage
14. Water; blankets and towels

Pet Owner Rules

Below outlines the basic responsibilities of residents caring for their animal. Please review and be prepared to take your part.

1. You must report to the designated registration location with your cat or dog prior to the impact of the storm.
2. You must have identification with you and on your cat or dog and animal cage at all times (see attached pet care outline).
3. You must provide appropriate air craft type animal kennel for your pet.
4. You must provide written proof of current Rabies and distemper vaccinations.
5. There are designated "living areas" for residents and designated "living areas" for cats and dogs. Residents may NOT bring their cat or dog to the "residents living areas".
6. Owners agree to feed, water, sanitize and exercise their cat or dog on a scheduled frequency of no less that twice daily.
7. Owners will not permit other shelter occupants to handle or approach their animal(s). Cage doors will be latched and secured with wire or rope.
8. Owner shall permit their animal(s) to be examined to determine if medical or stress conditions are present and require attention. Owner also agrees to the administration of medication to alleviate any symptoms.
9. Owner agrees that if their animal(s) become unruly, aggressive, show signs of contagious disease, is infected by parasites (fleas, ticks, lice, etc...) the pet(s) may be removed to a more isolated location.
10. Owner acknowledges that failure to follow these rules may result in the removal of their animal(s).
11. After the storm, any pet found abandoned or without owner in the shelter, will result in the animal being relocated to Sarasota County Animal Services with final disposition left to the discretion of Sarasota County Animal Services.

Animal Sheltering

Dogs:

- Kennel or crate large enough for pet to stand up, turn around comfortably and room for food, and water;
- Dogs shall be walked at least twice a day for 20-minute intervals;
- The kennel shall have prominently posted:
 - Owner's Name;
 - Pets Name;
 - Owner contact information (cell phone, pager, shelter sleeping location, etc...)
- Potable water shall be available at all times;
- Water container should be rust proof, cleaned daily and mounted so the animal can not tip it over or urinate in it;
- Self feeders if used should be mounted so dogs can not urinate or defecate in them;
- Bedding of blankets or towels must be used and in sufficient quantity readily available should soiling occur;
- Owner to supply newspapers, plastic disposable gloves and trash bags for owner to handling waste;
- Medicines and food should be in sufficient quantity to support your animal.

Cats:

- Kennel or crate large enough for pet to stand up, turn around comfortably and room for food, water and litter;
- Cat kennels shall be serviced (cleaned) at least twice a day;
- The kennel shall have prominently posted:
 - Owner's Name;
 - Pets name;
 - Owner's contact information (cell phone, pager, shelter sleeping location, etc...)
- Cat litter and pan must be provided in each cage;
- Water and dry food should be available at all times;
- Bedding of blankets or towels must be used and sufficient quantity readily available should soiling occur;
- Medicines and food should be in sufficient quantity to support your animal.

Shelter admission / discharge for animal

Owner's Full Name: _____

Owner's Full Address: _____

Owner's home telephone number: _____

Owner's Cell phone number: _____

Out of area relative name and phone number: _____

Description of Animal:

☐ Dog ☐ Cat

☐ Male ☐ Intact ☐ Neutered

☐ Female ☐ Intact ☐ Spayed ☐ In heat

Breed: _____ Color: _____ Age: _____

Distinctive Markings: _____

Micro Chip ☐ Yes ☐ No Number: _____

Primary Veterinarian _____
Address & Number _____

Signature of Owner _____

Date _____

BELOW TO BE COMPLETED BY SHELTER REGISTRATION RECPTIONIST

Arrival Date: _____ Time: _____

Yes No

Proof of

- ☐ ☐ Written proof of vaccinations during the past 12 months;
- ☐ ☐ Proper ID collar and up to date rabies tag; Tag # _____
- ☐ ☐ Proper ID on all belongings;
- ☐ ☐ Carrier or cage of sufficient size for the animal to stand, stretch and turn around;
- ☐ ☐ Leash;
- ☐ ☐ Ample food supply;
- ☐ ☐ Water/food bowls;
- ☐ ☐ Any necessary medication(s); Types: _____
- ☐ ☐ Newspapers, plastic disposable gloves and trash bags for handling waste;
- ☐ ☐ Cages has the owner's name and address, pet name and other pertinent information labeled clearly and securely on the cage.

Owners driver's license # or resident ID #: _____

Pet sheltering location: _____

Owner sheltering location: _____

Departure Date _____

Time _____

Owner's signature _____

Pet Owner Sheltering Agreement

I, _____ the owner of _____ understand that emergencies exist and that limited arrangements have been made to allow myself, family and pet to remain in the shelter facility. I understand and agree to abide by the pet care rules contained in this agreement and have explained them to any other family member accompanying me and my pet.

1. My pet will remain contained in its approved carrier except at scheduled times. During scheduled relief time, my pet will be properly confined with leash, harness and muzzle (if necessary). Scheduled times will be strictly adhered to.
2. I agree to properly feed, water and care for my pet as instructed by the Sarasota County Animal Services or designee.
3. I agree to properly sanitize the area used by my pet, including proper waste disposal and disinfecting.
4. I certify that my pet is current on rabies and all other vaccinations recommended.
5. I will not permit other shelter occupants to handle or approach my pet either while it is in its carrier or during exercise time.
6. I will maintain proper identification on my pet and its carrier at all times.
7. I permit my pet to be examined by animal shelter personnel.
8. I acknowledge that my failure to follow these rules may result in the removal of my pet. I further understand that if my pet becomes unruly, aggressive, show signs of contagious disease, is infested with parasites or begins to show signs of stress-related conditions, my pet may be removed to a remote location. I understand that any decision concerning the care and welfare of my pet and the shelter population as a whole are within the sole discretion of Sarasota County Animal Services or designee, whose decisions are final.
9. I certify that my pet has no history of aggressive behavior and has not been diagnosed with any contagious diseases for which it has not received successful treatment.

I hereby agree to hold harmless all persons, organizations, corporations or government agencies involved in the care and sheltering of my animal(s). I further agree to indemnify any persons or entities which may have suffered any loss or damage as a result of the care and sheltering of my animal(s).

Pet owners signature

Pet owners printed name

Date

Daily Check in / out Animal Log

Page _____ of _____.

Shelter location _____ Date _____

[illegible]

Subject: NOVA Emergency Managers Committee
April 6, 2007 Managing Pet Shelters

To All: I attended the subject meeting representing VA SART and Peninsula MRC. Follows is a report of the meeting:

I. Pat Collins, (703) 792-5828 Prince Williams Emergency Manager and Chairman gave overview of the Stafford Act Amendments 2006. Public Law 109-308.

II. Kay Speerstra, Executive Director Animal Welfare League of Arlington kspeerstra@awla.org 703-931-9241 x 214 presented the Arlington County Pet Shelter Project. (Attached) This project is based on the Marion Co., FL model which has been widely circulated. In fact the power point presentation included photos from Marion Co. The Project consist of a 20 foot trailer stocked with supplies to be used to set up a pet friendly shelter for almost 210 pets at a pre-existing human shelter i.e. school or public facility. The trailer was purchased by Arlington Co. EM with a Homeland Security 5D Grant.

Discussion period:

The main concern of school officials has not been damage but the potential for residual allergens after the shelter has been vacated. Fairfax EM stated they changed the filter in the air system and had the city environmental engineer inspect and certify the facility ready for re occupation by children.

The Arlington Co. Project will be exercised on 26 April as part of the VA VERTEX "07.

III. Overview of National Capital Region Project.

Amy Truesdale, Dewberry & Davis LLC 703-849-0549
[atruesdale@dewberry.com/](mailto:atruesdale@dewberry.com)
<http://projects.dewberry.com/NCRPetPlan>. This was an overview and update of the NCR Comparison Animal Evacuative and Sheltering Plan funded by a \$200,000 Homeland Security Grant to Fairfax Co. (See D.C. Examiner article Friday January 5, 2007 by William C. Flook).

The Project Objectives are to:

- Develop a common NRC Companion Animal Evacuation and Sheltering Template Plan that can be adopted to specific jurisdictions.
- Identify appropriate shelters in NRC for persons with companion animals

- Develop a directory of regional animal-related resources
- Conduct a Tabletop exercise and write after-action report. Dec. 07

The project is work in progress with phase points at which time completed portions are available for information and or implementation.

My comments: this is a very reasonable approach to regional planning i.e. Peninsula, Hampton Roads, Richmond-Petersburg; Roanoke Valley, etc. or along the lines of either the VDEM or Public Health Districts. Individual EM's or overloaded with all kinds of issues.

IV. Emergency Animal Rescue Services (EARS) presented by Bonnie Nahas, Prince William VAC
bniahas@volunteerprincewilliam.org

EARS is a division of United Animal Nations a 501c (3) NGO that provides emergency animal rescue and sheltering services to community free of charge upon request during the recovery phases. They also provide training for emergency managers, first responders, shelter personnel and volunteers, etc. They also coordinate their efforts with HSUS, ASPCA and others. EARS assistance is available through VOAD.

Discussion: The National Animal Rescue and Sheltering Coalition (HSUS, ASPCA, EARS, etc) are working on a standardization of intake forms, training and planning.

Secondary concerns for pet friendly sheltering is people arriving post event seeking sheltering with pets.

V. Red Cross: Pet Sheltering

Kathy Siddall, American Red Cross Program Manager, State Emergency Manager Relations, VDEM, 804-450-5344 send information that was provided as hand outs
siddallk@usa.redcross.org.

Summary:

"ARC mission in providing disaster sheltering is to provide for as many people as possible is a safe environment. Due to health concerns, the Red Cross does not allow Animals other than service animals in its disaster or evacuation shelters and does not assume primary responsibility for providing alternative arrangement for them".

"ARC does support pet sheltering initiatives and plans developed at local, county and state level. ARC encourages local chapters to seek local partnerships to develop effective plans for the care and feeding of pets or companion animals. Solutions such as co-located or parallel shelters are encouraged. Pets can be sheltered in a facility co-located; but separate from the emergency shelter for persons."

Example

The Capital Area Chapter (Red Cross) in Tallahassee, FL www.cacarc.org has a partnership with Big Bend Disaster Animal Response Team (DART) to operate a co-located pet shelter.

Hand out included:

MOU Big Bend DART and CAC ARC

Pet Friendly Shelter SOP

Pet Friendly Shelter Manual Big Ben DART

Shelter Trailer inventory Revised 2/26/07

Also in the Red Cross handouts was Sarasota County Domestic Cat and Dog Sheltering Plan. Revised October 6, 2005.

My Comments:

- 1) Electronic copies of these documents can be obtained from Kathy Siddall 804-450-5344 siddallk@us.redcross.org or Ken Rudnicki, krudnicki@fairfax.v.gov.
- 2) The physical arrangements and equipment in these plans appear to be based on the Marion Co, FL model. However these documents give more detail in organization, responsibilities, and operatives and forms.
- 3) Big Ben DART requires proof of vaccination or a waiver that the pet owner accepts all risks.
- 4) Sarasota County requires written proof of rabies and dissenter vaccinations within the last 12 months. No mention of what is done with unvaccinated/undocumented pets and their owners.

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